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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

ANGÈLE DAVIS
SECRETARY

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-005

February 5, 2004

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: W-2 Forms Processing for 2003

The Office of State Uniform Payroll (OSUP) is responsible for the processing and issuance of 2003 W-2 forms.

W-2 forms for 2003 were mailed to the same address that employee checks and/or earning statements are mailed. If your address has changed recently, it is imperative that you notify the Human Resources Office at (225) 342-0880 and complete the appropriate address change forms.

If you did not receive a W-2 form, please complete the attached Request for Duplicate and return it to the Human Resources Office for processing.

If you have any questions, please contact the Human Resources Office at (225) 342-1675.

Attachment

Please Post and Circulate